

Craven County Schools Human Resource Services Division

Policy Review and Orientation Acknowledgment Form for the _____ School Year

SCHOOL SITES AND SUBSTITUTES

Revised 08/09/2018

By initialing the following policies I agree to follow each policy and its regulations. I further understand that if I violate these policies, I will face disciplinary action in accordance with Craven County Schools' policies along with state and federal laws.

I have been provided a school site orientation which was conducted on _____.

Workday and Overtime – 7500: I have read the Craven County Schools' Workday and Overtime Policy.

Leave – 7510: I have read the Craven County Schools' Leave Policy.

Excessive Absenteeism – 7520: I have read the Craven County Schools' Excessive Absenteeism Policy.

Smoking and Tobacco Products– 5026/7250: I have read the Craven County Schools' Smoking and Tobacco Products Policy.

Drug-Free and Alcohol-Free Workplace – 7240: I have read the Craven County Schools' Drug Free Workplace Environment Policy.

Employee Dress and Appearance – 7340: I have read the Craven County Schools' Employee Dress and Appearance Policy.

Responding to Concerns – 1742/5060: I have read the Craven County Schools' Responding to Concerns Policy.

Student and Parent Grievance Procedure – 1740/4010: I have read the Craven County Schools' Student and Parent Grievance Procedure.

Prohibition Against Discrimination, Harassment and Bullying – 1710/4021/7230: I have read the Craven County Schools' Prohibition Against Discrimination, Harassment and Bullying Policy.

Discrimination, Harassment and Bullying Complaint Procedure – 1720/4015/7225: I have read the Craven County Schools' Discrimination, Harassment and Bullying Complaint Procedure Policy.

Prohibition Against Retaliation – 1760/7280: I have read the Craven County Schools' Prohibition Against Retaliation Policy.

Technology Responsible Use – 3225/4312/7320: I have read the Craven County Schools' Employees' Acceptable Use Policy.

School Volunteers - 5015: I have read the Craven County Schools' School Volunteers Policy.

Sexual Harassment Training for Employees: I have viewed the Craven County Schools' Sexual Harassment Training presentation (on the HR Forms page).

I have been shown the "NC Center for Safer Schools Critical Incident Response for School Faculty and Staff" video regarding lockdown procedures. (on the HR Forms page)

Occupational Exposure To Bloodborne Pathogens – 7260: I have read the Craven County Schools' Bloodborne Pathogens Policy and viewed the health training powerpoint (on the HR Forms page)

Care of School Children with Diabetes: I have viewed the health training powerpoint (on the HR Forms page)

Communicable Diseases – Employees - 7262: I have read the Craven County Schools' Communicable Disease Policy and viewed the health training powerpoint (on the HR Forms page)

Student Health Services – 6120: I have read the Craven County Schools' Student Health Services Policy.

Concussion and Head Injury – 4270-6145: I have read the Craven County Schools' Concussion and Head Injury Policy and viewed the video.

Administering Medicines to Students – 6125: I have read the Craven County Schools' Administering Medicines to Students Policy.

School Trips – 3320: I have read the Craven County School's School Trips Policy.

Employee Use of Social Media –7335: I have read the Craven County School's Employee Use of Social Media Policy.

Duty to Report Child Abuse and Neglect: I am aware of NCGS 7B-301 - Duty to report abuse, neglect, dependency, or death due to maltreatment. (a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. (b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor

THE POLICIES BELOW ARE APPLICABLE TO TEACHERS ONLY

Teacher Evaluation Process – The Law (FOR TEACHERS ONLY)
I received a copy of the law and policy regarding the State Teacher Evaluation Process. This document was reviewed with me within the first two weeks of my first work day for this school year.
NC Teacher Code of Ethics and Standards of Professional Conduct (FOR TEACHERS ONLY)
I received a copy of the NC Teacher Code of Ethics and Standards of Professional Conduct. This document was reviewed with me within the first two weeks of my first workday for this school year.
The Rubric for Evaluating and Observing North Carolina Teachers (FOR TEACHERS ONLY)
I received a copy of the NC Rubric for Evaluating and Observing Teachers. This document was reviewed with me within the first two weeks of my first workday for this school year.
A copy of the _____ due dates charts which shows dates for completing all the components of the evaluation process was provided to me within the first two weeks of my first work day.

(Employee Name - print)

(Employee Signature)

(Location of Work site)

(Date)